



CompFile 101

Illinois Workers' Compensation Commission

Last Updated: January 22, 2020



What is CompFile?

A person in a light blue shirt is shown from the side, leaning over a desk and working on a laptop. The background is a bright, out-of-focus office space with large windows. The text is overlaid on the right side of the image.

What is CompFile?

CompFile is the Illinois Workers' Compensation Commission's (IWCC) electronic filing system for managing workers' compensation cases.

The IWCC is working with Microsoft Consulting Services and WorkComp Strategies to implement the CompFile system.

The implementation will take place in three releases with the first release scheduled for February 2020, the second in Summer 2020, and the last in Fall 2020. We are very excited to bring this system to fruition for the State of Illinois.



Illinois Workers' Compensation Commission CompFile

Commonly Used Terms and Definitions

CompFile Terms Defined

- **Pro Se:** an individual who chooses to represent oneself (without an attorney) on his or her workers' compensation case.
- **Law Firm Administrator:** The individual responsible for managing the CompFile account for the law firm. The Law Firm Administrator will send the invitations for attorneys to register within CompFile.
- **Solo Practitioner or Sole Practitioner:** An attorney that practices independently in a law firm that may include non-attorney support personnel but does not include other attorneys.
- **Portal:** This refers to the CompFile system (external facing page).
- **CRM:** Customer Relationship Management is a technology for managing the relationship between the IWCC and its stakeholders that focuses on improved customer service and automated business processes.
- **IWCC Code Number:** All law firms have an IWCC code number assigned to them. Parties who have never filed legal pleadings with the Commission **must** be assigned an IWCC code number. CompFile automatically adds your IWCC code number to your filings.

Note: Attorney-specific code numbers will be replaced with *law firm* code numbers.

CompFile Terms Defined

- **ARDC Number: The Attorney Registration and Disciplinary Commission** operates at the direction of the Illinois Supreme Court, which has sole authority to regulate the admission and discipline of lawyers in the state of Illinois.
 - Attorneys must provide an ARDC Number when they register in the system. The ARDC Number is used to assist the IWCC with the verification of Attorneys.
- **Illinois Workers' Compensation Act** – The Act establishes a system of liability without fault that governs an employee's ability to recover prompt, sure, and definite compensation against his or her employer for a work-related injury. Please [click here](#) to access the Act.
- **IWCC Rules** – This refers to the Rules Governing Practice Before the Illinois Workers' Compensation Commission. Please [click here](#) to access the latest version of the rules containing recent amendments and new parts.
- **IWCC Handbook** – This reference guide provides a basic explanation of the workers' compensation program, benefits, and procedures at IWCC. Please [click here](#) to access the Handbook.

CompFile Releases

RELEASE 1

- ❖ Law Firm Administrator, Attorney, and Pro Se Registration
- ❖ User Profile Setup with photo
- ❖ Ability for Law firm administrators to organize the law firm within CompFile
- ❖ Ability to submit feedback to IWCC via CompFile
- ❖ Mobile registration
- ❖ Training for all Release 1 stakeholders (online and in person)

RELEASE 2

- ❖ File Settlement Agreements and upload supporting documentation
- ❖ Electronic signature approval process in place
- ❖ Document preview option prior to submittal
- ❖ Customized training for CompFile stakeholders (online and in person)
- ❖ Mobile friendly option

RELEASE 3*

- ❖ File Applications for adjustment of claim and other pleadings
- ❖ Web forms
- ❖ Decisions and notices
- ❖ Electronic service
- ❖ Real-time document access
- ❖ Continued CompFile training (online and in person)
- ❖ Comprehensive and secure online case management

**Each release builds functionality so Release 3 includes all functionality within Releases 1 & 2.*

A woman with long brown hair and black-rimmed glasses is smiling while looking at a laptop screen. She is wearing a bright red blazer. The background is a plain, light-colored wall. The scene is set at a wooden desk with a laptop and some papers.

Registration is *NOT* a scary process

What you imagine...





Reality

Who will register in CompFile for Release 1?

A background image showing three people in an office. On the left, a man with a beard is partially visible. In the center, a woman with short brown hair, wearing a blue blazer over a yellow top, is smiling broadly at the camera. To her right, another woman is seen in profile, looking towards a computer monitor. The office environment includes a desk, a potted plant, and computer equipment.

LAW FIRM ADMINISTRATORS

A Law Firm Administrator will register in CompFile for the law firm. The Law Firm Administrator may or may not be an attorney depending on the business practice/preference of the law firm. The Law Firm Administrator, once registered in CompFile, will send invitations to the attorneys within the firm (through the portal) and will manage the permissions of law firm employees.

SOLO PRACTITIONERS

Solo Practitioners will register in CompFile as their own entity. They share the same ability to invite others to register as part of their solo practice law firm, but, additionally, they have electronic filing rights (since they must provide an ARDC number during registration).

Who will register in CompFile for Release 1?

ATTORNEYS

Attorneys will register in CompFile after receiving an invitation from the Law Firm Administrator. The Attorney will complete the invitation/registration process and fill out his or her profile in the CompFile system.

NOTE :

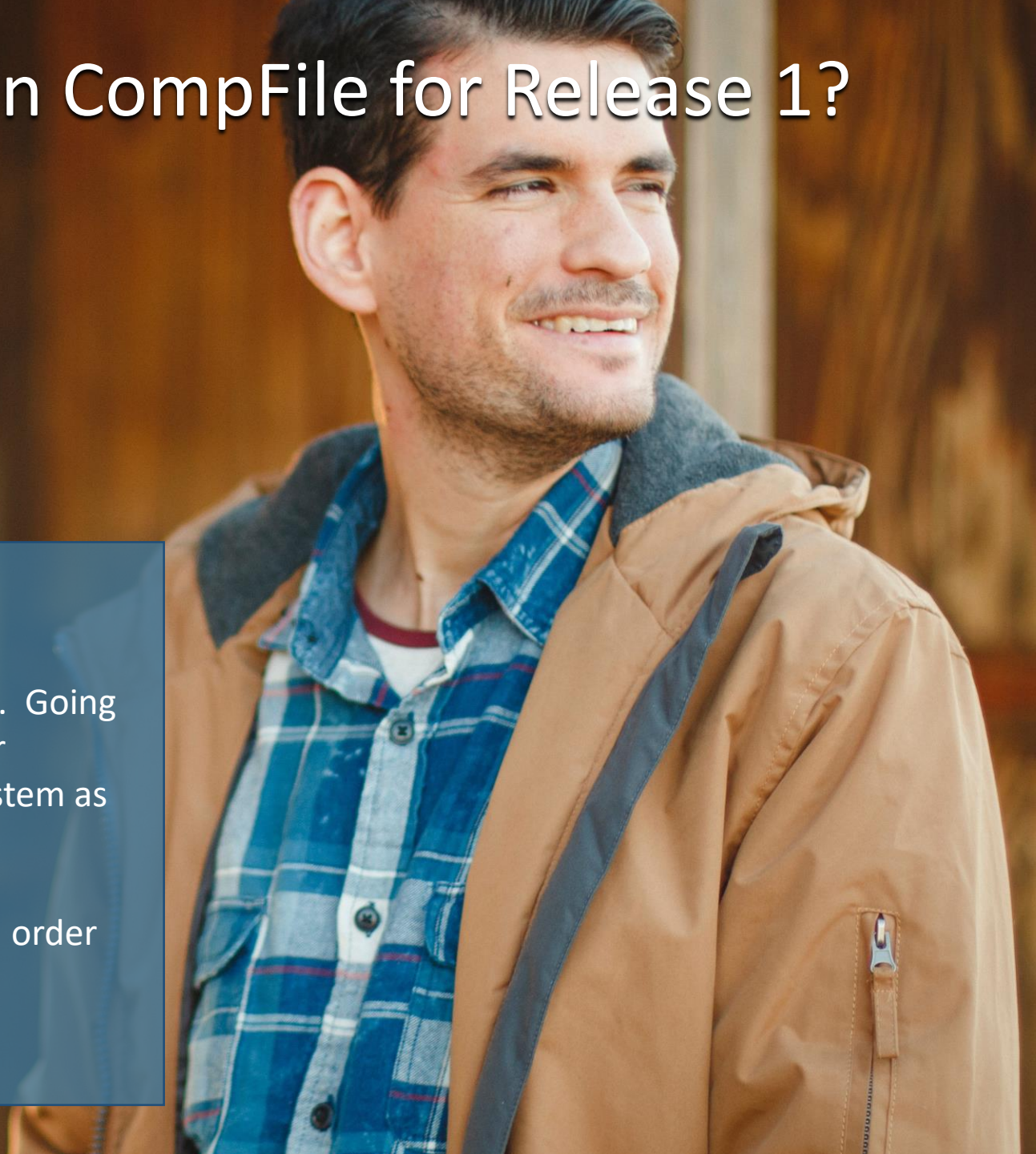
Paralegals and Legal Assistants will NOT have their own CompFile accounts. Attorneys may permit such support personnel to use the CompFile system on their behalf.


Who *may* register in CompFile for Release 1?

PRO SE

Pro Se may register in CompFile during this first release. Going forward, the Pro Se will be able to file an application for adjustment of claim and other legal pleadings in the system as these functionalities become implemented.

An injured worker is *not required* to have an attorney in order to file an application for adjustment of claim.





Comparison of CompFile to other Illinois Court Systems

Comparison of CompFile to other Illinois Court Systems

CompFile

- ✓ CompFile will be implemented in three releases with Release 1 in February 2020, Release 2 in Summer 2020, and Release 3 in Fall 2020.
- ✓ E-filing is mandatory for all litigants, including self represented litigants (pro se).
- ✓ Free service provided to users (no filing fees or transaction costs)
- ✓ Does not use Electronic Filing Service Providers (EFSP) to file with IWCC
- ✓ Built for convenience with direct registration by computer or mobile device

Illinois Courts to include Supreme, Appellate, and Circuit Courts and Civil Court

- On January 22, 2016, the Illinois Supreme Court announced mandatory e-filing of civil cases.
- E-filing is mandatory for all litigants, including self-represented litigants (exception is self-represented litigants incarcerated in a correctional facility).
- Standard court filing fees apply and filing fee payment transaction costs (i.e., credit card processing)
- Filers must use an Electronic Filing Service Provider (EFSP) with most charging for optional, value-added services.

What are the benefits of using compfile?



What are the benefits of using compfile?

- ❖ Electronic delivery of notices and decisions
- ❖ Secure, online access to case information
- ❖ Reduced paper
- ❖ Real time access to court filings/documents
- ❖ Immediate notification of successful e-filing
- ❖ Electronic service of documents
- ❖ Electronic filing of settlement
- ❖ Ability to download your case documents from the portal to your system

Coming Soon..





Coming Soon..

- File a Settlement Agreement
- File Applications for Adjustment of Claim
- Upload Attachments
- Portal Service of Documents
- All the firm's cases in one location/web site

THANK
YOU

The image features the words "THANK YOU" in a large, bold, metallic font. The letters are silver with a 3D effect, showing highlights and shadows. A hand with a brown complexion is positioned behind the word "YOU", with the fingers wrapped around it. The background is dark and out of focus, showing a person in a white shirt and dark suit jacket. The overall composition is centered and has a professional, appreciative feel.